

**Charter Transition Team Meeting
September 25, 2007
4:30 PM
Library Conference Room, 6th Floor**

Attendance

Members: Legislator Gary Bischoff, Chairman
 Legislator Robert Parete - *excused*
 Legislator Phil Terpening
 Legislator Wayne Harris
 Dr. Gerald Benjamin, SUNY New Paltz
 Marianne Collins, SUNY Ulster - *excused*
 Louis Klein, Attorney

Staff: Administrative Office – Arthur Smith
 County Attorney’s Office – Bea Havranek, Eric Stock
 Legislative Office – Meg Dellay

Public: Emily Johnson - Youth Board; J. Edward Lewis - Youth Board

Highlights:

- 1. Paralegal effort (Bea)**
- 2. Codification (Kathy)**
- 3. Workshop Report**
- 4. Mark Thomas – special meeting**
- 5. State Rep Letter**
- 6. UC Department Response**
- 7. Other**

Gary called the meeting to order at 4:35.

1. Paralegal effort - Bea distributed a first **DRAFT of Proposed Administrative Code**, organized the same as the Charter. Handout included existing laws and rules incorporated, with modifications: **see Attachment**

- Local Law No.5 of 1980
- Local Law No.6 of 2004
- Rules of Order of the Legislature, with amendments.

Bea explained the process and pointed out items to consider:

- Contracts in excess of \$50,000 (p.5, #15) are approved by Legislature which could create a contract jam in January 2009. Do we want to amend charter to put this responsibility back to Purchasing Agent?
- Clarify appointments (p.5, B.) – when County Legislature is appointing authority.
- Standing and Special Committees (p.8) – in current Rules of Order
- Rules for Committees (p.9) – new changes to review

- Event of vacancy of chairman (p.11, C) – maybe consider a vice chair, especially if 11-11 tie. Bea stated County law 151 covers this issue. **DECISION: section A2-15, instead of Majority Leader to act in place, include position of Vice Chair. Motion, Lou Klein. Second, Wayne Harris. All ayes.**
- Public Comment (p.13, J-4.) - discussion over extending the time period. **DECISION: all agreed to add “Chairman shall have the authority to extend the comment period.”**
- Clerk to the Legislature (p.16) – has not been done before; p.17, F. – suggestion to add Legislative Counsel and Minority Counsel.

Gary asked all members to review Draft proposal and come to the next monthly meeting with any questions or concerns. Those members unable to attend this meeting will be sent the packet of handouts.

Gary suggested passing the proposed code on to the Legislature incrementally, after the committee has reviewed it.

2. Codification – Bea said General Code is looking at our local laws. As announced at last month’s meeting, delivery is expected by mid-December.

3. Workshop Report – Gary reported for Marianne Collins who facilitated the 9/10 workshop but was unable to attend this meeting. Gary reported a lot of progress was made, and everyone who attended felt it was a very worth-while meeting. Wayne Harris suggested another workshop to continue discussion. Mike Hein (who briefly put in an appearance) said we also need to review the Comptroller’s office and other departments that don’t fit neatly into categories.

4. Mark Thomas – Jerry Benjamin reported that Mark Thomas is coming Monday, October 1st at 5:30pm. Meeting will be held in the Library Conference Room. Press will be notified.

5. State Rep Letter – Gary handed out copies of a second request for state monies for charter expenses sent to the following state representatives:

- Senator John Bonacic **see Attachment**
- Senator William Larkin, Jr.
- Assemblyman Kevin Cahill
- Assemblyman Peter Lopez (replaced Daniel Hooker)
- Assemblyman Clifford Crouch
- Assemblyman Thomas Kirwan

Jerry Benjamin commented there might be a misperception that the monies requested are a member item, which they are not.

Jerry also reported that he was in touch with Lloyd Constantine in the Governor’s Office who said we should be getting more money. Jerry also spoke to John Clarkson, Executive Director, Commission on Local Government.

6. UC Department Response – Gary handed out a list compiled by Meg that shows the county departments that have NOT responded to Gary’s March ‘07 email (asking department heads to read the charter and respond with any concerns). Several of these departments are involved in the charter transition (Administrator, Clerk of Legislature). The other departments that have YET to respond are: ****see Attachment****

- Arson Task Force
- Auditing
- Court Clerk
- Election Board
- Fire Coordinator
- Historian
- Real Property Tax Service Agency
- Traffic Safety Board
- Veteran’s Service Agency
- Environmental Management

Jerry Benjamin thought the Real Property Tax Agency is up for reorganization. This agency came up as an issue with the Charter Commission a few years ago. Jerry suggests to follow-up and talk to someone in the department.

7. Other – Wayne Harris brought up oversight of capital projects. He said that the Jail Investigation Report included a recommendation that its report be reviewed by the Charter Transition Team, especially as it relates to Capital Project Oversight and best practices.

Jerry will be reimbursed for dinner costs when Mark Thomas visits. There will be no additional/overnight costs since Mark is in the area on other business. Funds previously approved and set aside for speakers’ expenses.

Next meeting is Tuesday, October 23, 2007 at 4:30pm in the Library.